

# Office of Compliance

Re: \_\_\_\_\_, Employee

and

\_\_\_\_\_, Employing Office

Case #:

## NOTICE OF DESIGNATION OF REPRESENTATIVE

Section 1.05 of the Office of Compliance's Procedural Rules provides that an employee, other charging individual or party, a witness, a labor organization, an employing office, or any entity alleged to be responsible for correcting a violation, wishing to be represented by another individual must file with the Office a written Notice of Designation of Representative. The representative may be, but is not required to be, an attorney. Unless the represented party specifies otherwise in his/her Designation, or until the represented party notifies the Executive Director of the Office of Compliance in writing that this Designation is amended or revoked, all service documents shall be directed only to the designated representative, and the represented party shall remain responsible for adhering to all time limitations for the receipt of materials, as if service documents were made on the represented.

I hereby designate the following person as my representative in connection with the above-captioned matter:

Name of Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone:

(Voice) \_\_\_\_\_

(Fax) \_\_\_\_\_

Is this representative an attorney? [ ☐ ] Yes [ ☐ ] No

Name of person making designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This Designation will remain in force until the represented person notifies the Executive Director of the Office of Compliance in writing of any amendment or revocation of the Designation of Representative.